

MSP: Project Management Application – Microsoft Project

Objective: Nowadays, projects get more complexity and involvement from many parties. Project managers manage day-to-day activities to achieve project objectives and satisfy customers. Implementing the right tool can help the project managers have the ultimate control in hands and communicate the right information to stakeholders; even the best project management tool in the world is their good judgment.

The course is designed to provide participants better understanding in Microsoft Project. They will learn how to use Microsoft Project **manage projects** efficiently and effectively. **Project Management knowledge** related to scheduling is included for utmost realization in managing projects. Moreover, getting the big picture of all projects operated concurrently is also important for organizations. Therefore, the solutions to **manage multiple projects** are delivered to participants.

Who Should Attend: People who work in project-based or stake in projects.

- People interested in project progress or view project schedule
 - Program/Project Director
 - Program/Project Sponsor
 - Business Users/ Client
 - Project Management Office (PMO)
- Project people who schedule and manage projects or track project progress
 - Program Manager
 - Project Manager
 - Team Leads
 - Project Team e.g. Engineer, System Analyst

Course Benefit: Participants will learn how to:

- Create and control project schedule to conform to stakeholders' objectives
- Schedule tasks and resources consistently and effectively
- Track all required information e.g. work, duration, and resource
- Realize baseline, variances in project and capable of solving the issues
- Visualize project plan in standard, well-defined formats

Method: Workshops

Total Durations: 3 days (18 hours), 09:00 – 16:00

Language: Thai

Instructors: Arintra Punyayuttakan PMP, CSQA, CSTE, CSPM, MCTS

Course Outline: **Project Management Overview**

- Nature of Project
- Project Constraints

Basic Project Scheduling

- Introduction to Microsoft Project
- Project Startup
 - Setting Project Start Date
 - Modifying Calendars
 - Changing Project Currency
- Project Planning
 - Work Breakdown Structure
 - Creating WBS Diagram
 - Creating a Task List
 - Project Dependency and Relationship
 - Building Task Relationship
 - Changing Task Type and Lead/Lag
 - Setting Up Resources
 - Assigning Resources to Tasks
 - Milestone Management
 - Critical Path
 - Identifying Critical Tasks
- Project Monitoring and Controlling
 - Baselining Project
 - Tracking Project Progress
 - Updating a Project as Scheduled
 - Earned Value
 - Getting Earned Value Data

Advanced Project Scheduling

- Improving Project Schedule
- Re-baselining Project
- Project Reporting
 - Getting Project Information
 - Capturing Plan Image
 - Printing Project Schedule
 - Filtering Project Details
 - Customizing Tables
 - Customizing Views
 - Creating Formula
 - Reporting Variance with Traffic Lights
 - Creating Text and Visual Reports
- Improving Project Estimation

Enterprise Project Management

- Enterprise Project Management
- Project Management Office
- Creating Project Template
 - Creating and Applying New Calendar
 - Locating Template
- Sharing Project Template to Existing Plans
- Managing Resources Efficiently
 - Creating Shared Resources View Across the Board
 - Applying Shared Resources View
- Managing Multi-projects
 - Creating Master Schedule
 - Creating Dependency Between Projects

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